

**ARIZONA DEPARTMENT OF HEALTH SERVICES  
DIVISION OF BEHAVIORAL HEALTH SERVICES  
DIVISION DOCUMENT REVISION NOTICE**

The Arizona Department of Health Services/Division of Behavioral Health Services has revised the below referenced document(s), indicated by **BOLD** print and the symbol **[X]**. The attached matrix includes a detailed description of the changes impacting the selected document(s). The revised document(s) will be posted to the ADHS/DBHS website on or around the effective date. Please direct any questions regarding this Division document revision notice to Margaret Russell at (602) 364-4658 or via electronic mail at [margaret.russell@azdhs.gov](mailto:margaret.russell@azdhs.gov).

<b>DIVISION DOCUMENT</b>	ADHS/DBHS PROVIDER MANUAL	<b>ADHS/DBHS POLICY AND PROCEDURES MANUAL</b>	ADHS/DBHS PROGRAM SUPPORT PROCEDURES MANUAL	ADHS/DBHS COVERED BEHAVIORAL HEALTH SERVICES GUIDE
<b>REVISION [X]</b>		<b>[X]</b>		
<b>DIVISION DOCUMENT</b>	CLIENT INFORMATION SYSTEM (CIS) FILE LAYOUT AND SPECIFICATIONS MANUAL	OFFICE OF GRIEVANCE AND APPEALS DATABASE MANUAL	ADHS ACCOUNTING AND AUDITING PROCEDURES MANUAL	FINANCIAL REPORTING GUIDE FOR REGIONAL BEHAVIORAL HEALTH AUTHORITIES
<b>REVISION [X]</b>				
<b>DIVISION DOCUMENT</b>	ADHS/DBHS QUALITY MANAGEMENT/UTILIZATION MANAGEMENT PLAN	ADHS/DBHS PREVENTION FRAMEWORK FOR BEHAVIORAL HEALTH	AHCCCS MEDICAL POLICY MANUAL-CHAPTERS 900 AND 1000	ADHS/DBHS STRATEGIC PLAN
<b>REVISION [X]</b>				
<b>DIVISION DOCUMENT</b>	ADHS/DBHS CULTURAL COMPETENCE PLAN	ADHS/DBHS CLINICAL GUIDANCE DOCUMENTS	TITLE XIX CHILDREN'S BEHAVIORAL HEALTH ANNUAL ACTION PLAN	
<b>REVISION [X]</b>				

**ADHS/DBHS POLICY AND PROCEDURES MANUAL SECTION QM 2.2 & CO 1.2**  
**Behavioral Health Recipient Satisfaction Survey**

<b>Policy #</b>	<b>TITLE</b>	<b>DESCRIPTION OF CHANGE</b>	<b>Last Revision Effective Date</b>
QM 2.2	QM 2.2 General Content	Regional Behavioral Health Authority (RBHA) changed to Tribal/Regional Behavioral Health Authority (TRBHA) throughout the document where appropriate.	3/1/09
QM 2.2	Definitions	Definitions section added to the document. Added definitions for: Certification of Need (CON) Recertification of Need (RON)	3/1/09
QM 2.2	Procedures	Reference and instruction for the T/RBHA to complete the Statistical Appendix Format (formerly known as Attachment B) removed as this is no longer required as part of the Showing Report.  Reference and instruction for ADHS/DBHS to complete Showing Reports Findings for the Quarter (formerly known as Attachment C) removed as this is no longer required as part of the Showing Report.	3/1/09
QM 2.2	Signatures	Updated	3/1/09
QM 2.2	Attachments	Cover Letter Template revised to be known as Attachment B  Statistical Appendix Format (formerly known as Attachment B) removed as this is no longer required as part of the Showing Report.  Showing Reports Findings for the Quarter (formerly known as Attachment C) removed as this is no longer required as part of the Showing Report.	3/1/09

**ADHS/DBHS POLICY AND PROCEDURES MANUAL MI 5.1 DOCUMENT DEVELOPMENT,  
MAINTENANCE AND DISSEMINATION**

<b>Policy #</b>	<b>TITLE</b>	<b>DESCRIPTION OF CHANGE</b>	<b>Last Revision Effective Date</b>
<b>ADHS/DBHS POLICY AND PROCEDURES MANUAL CO 1.2 CULTURAL COMPETENCY</b>			
CO 1.2	Purpose	Added language as indicated.	3-1-09
CO 1.2	Scope	Added and revised language as indicated.	3-1-09
CO 1.2	Policy	Added and revised language as indicated.	3-1-09
CO 1.2	References	Added references as indicated.	3-1-09
CO 1.2	Definitions	Added definitions for:  Commonly Encountered Limited English Proficiency(LEP) Groups;  Disability;  Interpretation;  Qualified Interpreter/Translator: and  Translation;	3-1-09
CO 1.2	Procedures	Revised as indicated	3-1-09

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<b>ADHS/DBHS POLICY AND PROCEDURE SECTION CO 1.4 CONFIDENTIALITY</b>			
<b>Policy #</b>	<b>TITLE</b>	<b>DESCRIPTION OF CHANGE</b>	<b>Last Revision Effective Date</b>
CO 1.4 Confidentiality	CO 1.4 References	Added: ADHS/DDD-DES ISA	March 1, 2009
CO 1.4 Confidentiality	CO 1.4 Definitions	Added:  De-Identified Information Designated Record Set Health Care Provider Individually Identifiable Health Information Protected Health Information	March 1, 2009